



**Graphics Coordinator**  
**Peel Plastic Products Limited**  
49 Rutherford Rd. South, Brampton

## About the Company

Peel Plastic Products has been a converter of value-added packaging solutions since 1978. Peel has a longstanding reputation as the market leader in pre-made packaging in the North American Market. Our continued expansion into the Global Marketplace has further complimented our commitment to remain a leader in our respective markets. We are focused on providing flexible packaging solutions to three core markets; Dry Pet Food, Lawn & Garden, and Health & Wellness.

Over the past 4 decades the company has been able to embrace and, in many cases lead the changes in North American pre-made packaging solutions. We were the first to introduce the Side Gusset format and the Totani Side Gusset pouch machine to NA. Our leadership position has created lasting partnerships with many of North America's fastest-growing brands. Our annual CAGR for the last five years has beat the industry average by a minimum of 3 times the posted number and our outlook for the coming five years is equally as strong.

Peel's competitive advantage comes from a combination of our people, our focus on specific markets, industry leading capacity and an ability to execute complex solutions better than our peers. Over the past decade Peel's ability to seek out brand owners who are poised to move quickly, innovate and respond to consumers changing desires has allowed us to earn the reputation as the leader in our core markets. Our expeditious yet calculated decision making coupled with our commitment to service has allowed us to make the right investments for these fastest growing markets. The combination of dynamic young talent matched with the knowledge and wisdom of mature team members has delivered a formula which has proven to deliver sustainable results year after year.

## General Job Description

This position is a full-time opportunity to act as a liaison between all production departments, customer designer and vendors to make sure pre-press projects and mock ups are delivered on time.

### Day to Day Role & Responsibilities

- Provides accurate dielines in ArtiosCad and Illustrator making sure all technical requirements are met
- Analyzes designs with Press department and defines best path forward
- Creates project timelines and meets defined deadlines based on business requirements
- Organizes and attends meetings necessary for project delivery
- Hires and coordinates external vendors
- Prepares estimates and purchase orders
- Keeps track of schedules to be able to meet defined timelines
- Oversees the approval process; obtains sign off from customers and transfers all vital information to the plant through the dockets system
- Signs off on printed material making sure customer's goal is met
- Receives invoices related to the projects
- Demonstrates safe work practices and follows Company safety policies and procedures at all times
- Other duties may be assigned as required.



- Ensures compliance with the Occupational Health and Safety Act is maintained at all times and recommends measures to improve health and safety

#### Qualifications

- Bachelor's Degree / Diploma in Packaging, Graphic Communications Management, or equivalent
- 1 to 3 years of graphics experience is preferable
- Project Management experience
- Esko products knowledge
- Excellent interpersonal and communication (written and verbal) skills
- Strong multi-tasking, organizational and time management skills
- Good analytical and problem-solving skills
- Strong attention to detail, with the ability to recognize discrepancies
- Able to work independently as well as part of a team
- Ability to manage multiple deadlines in a fast-paced environment
- Computer skills to include Microsoft Office (e.g. Word, Excel, PowerPoint), Illustrator CC and Photoshop is a must
- Knowledge of ArtiosCad, and ESKO platform an asset

**Salary Range:** \$50,000 to \$60,000

If interested, please submit your resume to Diana Suppa, Human Resources Manager, at [dianas@peelplastics.com](mailto:dianas@peelplastics.com) no later than **Friday, June 9<sup>th</sup>**.